



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2211 FAX (213) 637-0820

LISA M. GARRETT
DIRECTOR OF PERSONNEL

April 1, 2020

To: All Department Heads

From: Lisa M. Garrett
Director of Personnel

FAMILIES FIRST CORONAVIRUS RESPONSE ACT NOTICE – REQUIRED POSTING

On March 17, 2020, President Trump signed *H.R. 6201 - Families First Coronavirus Response Act* (H.R. 6201) into law. This new legislation provides support to individuals and communities affected by the novel coronavirus (COVID-19) by providing free COVID-19 testing, expanding unemployment benefits, and increasing Medicaid funding. Most importantly to the County as an employer, the law requires that private and public sector agencies provide employees with emergency paid sick leave and a new Family Medical Leave Act (FMLA) leave reason, with reduced qualifying eligibility requirements in response to the COVID-19 pandemic.

All departments are required, by federal law, to share the attached Notice of Employees' Right to Emergency Paid Leave under H.R. 6201. Notices must be posted no later than Wednesday, April 1, 2020. As outlined in County of Los Angeles Policies, Procedures and Guidelines (PPG) 520, the notice must be conspicuously displayed in every establishment where employees report to work. To accommodate employees who are teleworking during this emergency, departments may also satisfy this requirement by emailing this notice to employees and/or posting this notice on an employee information internal or external website.

H.R. 6201 provides County employees with two new leaves which are available for County employees' use from April 1, 2020 through December 31, 2020. The Department of Human Resources is actively working in partnership with the Chief Executive Office, Auditor-Controller and County Counsel to develop information for departments on these new emergency leaves. These instructions will be distributed to your departments as soon as they are available.

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Should you have questions, you can contact me at lgarrett@hr.lacounty.gov or your staff may contact COVID19@hr.lacounty.gov.

LMG:PAM:JWT
ML:DMM:tdb

Attachment

c: Chief Executive Office
County Counsel
Auditor-Controller
Chief Deputies
Administrative Deputies
Departmental HR Managers

Branch III - LMG to DHs re Expanded FMLA Paid Sick Leave Poster - 04-01-2020

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



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